

# Marquee Series 2013

## A Brief, Visual Approach for Your Microsoft Office Course!



### The Marquee Series:

- Builds students' skills in Microsoft Office through a visual, point-and-click approach.
- Offers a learning solution for students who learn best by doing, rather than reading.
- Features step-by-step, project-based instructions and screen visuals that easily guide students through methodologies.
- Gives students a solid foundation in technical literacy through practice with realistic projects.
- Works well in Introduction to Computers courses and Computer Literacy courses.
- Teaches students how to use Windows 8 and Internet Explorer 10.

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# Chapter Features

- **Program Openers** provide an overview of the software's best uses and give students a preview of the software features and workplace applications. The openers also provide an overview and visual representation of some of the projects that students will complete.
- **Section Openers** include model answers that provide a preview of finished projects and allow students to confirm that they have created the materials accurately.
- **Two-Page Activities** comprise of a short explanation of the program features followed by streamlined, point-and-click instruction that pares reading to a minimum.
- **Need Help? Boxes** incorporate trouble-shooting hints that anticipate common obstacles or missteps and redirect students.
- **In Brief** sidebars summarize major commands and features to provide instant review and quick references of the steps required.
- **In Addition** sidebars offer extra information on key features.

Activity  
1.1

Completing the Word Processing Cycle

the process of creating a document in Microsoft Word generally follows several processing cycles. The steps in the cycle vary, but typically include: opening Word, creating and saving the document, editing, printing, and closing the document, and then closing Word.

Project

As an employee of First Choice Travel, you have been asked to create a short document containing information on a travel package offered by First Choice Travel.

- At the Windows 8 Start screen, click the Word 2013 link.
- Depending on your system configuration, there may be only one icon.
- At the Word 2013 opening screen, click the Blank document template.
- At the Blank Word document, identify the various features by comparing your screen with the one shown in Figure 1.1.

Refer to Table 1.1 for a description of the screen features.

- Type **First Choice Travel** as shown in Figure 1.2 and then hold down the Shift key, press the Enter key, and then release the Shift key.
- At the Blank Word document, identify the various features by comparing your screen with the one shown in Figure 1.1.
- Type **Los Angeles Office** and then press Shift + Enter.

FIGURE 1.1 Word Document Screen

TABLE 1.1 Screen Features and Descriptions

Feature	Description
Document Title Bar	When closed, returns the file name from the screen.
File tab	When selected, displays backstage views that contain various settings for working with the document, such as save options, editing, and tabs.
Backstage view	Consists of the backstage pane and is used to set document features that are not directly viewed at the keyboard.
Save button	Contains buttons for manually and automatically saving the document.
Open button	Allows you to compare the file with others and to select documents to open.
Recent button	Contains a list of recent files and opens the selected file.
Print button	Allows you to print documents and to select the number of copies and the printer to use.
Share button	Displays a view window—the OneDrive file sync button—where you can share the document with others.
Send to OneDrive button	Allows you to sync the document with the OneDrive cloud storage service.
Exit button	Allows you to close the current document and the Word application.
Tell me what you want to do button	Provides a search bar to find commands and features in the Word application.

- Type **Travel Package** and then press Enter.
- Pressing the Enter key begins a new paragraph in the document.

- Type the remainder of the text shown in Figure 1.2.
- Type the text as shown, where you type text and then press the spacebar. The AutoCorrect feature will automatically correct it as you type, and you can turn this feature on or off in the Word Options dialog box. In the Word Options dialog box, click the Language tab and then click the Language section. The AutoCorrect check box will be checked by default in the Word Options dialog box.

FIGURE 1.2 Steps 4–7

First Choice Travel  
Los Angeles Office  
Travel Package

Are you spontaneous and enjoy doing something on a moment's notice? If this describes you, then you will be interested in the First Choice Travel Mountain Notice Travel Package. For just one price of \$109 you can fly from New York to London for a four-day stay. The flights are booked directly so that you can reserve your reservation within the next week and complete your London stay within three days.

continued

8 WORD Section 1

Activity 1.1 7

## In Brief

**Open Document**

1. Click FILE tab.
2. At Open backstage area, click desired location.
3. Click Browse button.
4. At Open dialog box, navigate to desired folder.
5. Double-click document name.

**Save Document**

1. Click Save button on Quick Access toolbar.
2. At Save As backstage area, click desired location.
3. Click Browse button.
4. At Save As dialog box, navigate to desired folder.
5. Type document name.
6. Click Save or press Enter.

<h2>In Addition</h2> <h3>Default Document Formatting</h3> <p>A Word document is based on a template that applies default formatting. Default formatting refers to formatting automatically applied by Word. Some of the default formats include 11-point Calibri as the font, line spacing of 1.08, and 8 points of spacing after each paragraph (added when you press the Enter key). You will learn more about fonts and paragraph spacing in Section 2.</p>	<h3>Correcting Errors</h3> <p>Word contains a spelling feature that inserts wavy red lines below words it cannot find in the spelling dictionary. You can edit these words or leave them as written. The wavy red lines do not print.</p>
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## Chapter Features (Continued)

- **Features Summary** illustrates commands and alternative methods taught in the section.
- **Knowledge Check** allows students to assess their comprehension and recall of program features through objective completion exercises. A corresponding matching activity is in *SNAP*.
- **Skills Review** revisits students' learning of key features and skills through hands-on exercises. Versions of the activities marked with a *SNAP* Grade It icon are available for automatic scoring in *SNAP*.
- **Skills Assessments** test students' abilities to apply section skills and concepts in solving realistic problems framed within a workplace project perspective.
- **Marquee Challenge** tests students' mastery of program features and problem-solving ability.
- **Integrating Programs** highlights the benefits of using the Office suite for business office and personal use with integrating activities among Microsoft Office 2013 programs.

### Features Summary

Feature	ribbon tab	Group	Button	Quick Access Toolbar	FILE Tab Options	Keyboard Shortcut
Automated dialing list					Options, Printing, AutoCorrect Options	
Close	VIEW	Views				Ctrl + F4
Draft view	VIEW	Views				
Close Word	VIEW	Views				Alt + F4
Read Mode	VIEW	Views				F1
Help						
Navigation pane	VIEW	Views				Ctrl + F
New background area					New	Ctrl + F12
Open dialing list					Open	Ctrl + S
Open background area					Print	Ctrl + P
Print background area	VIEW	Views				
Print layout area						
with an action						Ctrl + T
Close the background area					Save All	
Close the dialing list					Save All	
Open document					F12	Ctrl + S
Spelling & Grammar	REVIEW	Proofing				F7
Thesaurus	REVIEW	Proofing				Shift + F7
with an action						Ctrl + Z
Word Options dialing list					Options	

### Knowledge Check

Completion: In the space provided at the right, indicate the correct term, command, or option.

- This area on the screen contains tabs and commands divided into groups.
- Click this tab to display the background area.
- Use this keyboard command to move the insertion point to the beginning of the document.
- This toolbar contains the Undo and Redo buttons.

### Skills Review

#### Review 1 Editing a Hawaiian Specialty Document

- Create a new folder on your storage medium (MyDrive or USB flash drive) and name it WordEOS.
- Open F:\TheWordEOS\Special.docx from the WordEOS folder and then save it in the WordEOS folder and name it WSI-B-FCTTheWordEOS.docx.
- Insert the word spectacular between the words the and Pacific in the first sentence below the White Sands Chapter heading.
- Move the insertion point to the beginning of the paragraph below the Air Adventures heading and then type the sentence Experience beautiful coastline and magnificent waterfalls, and fly inside an active volcano.
- Select and then delete the words Depending on weather, marine conditions, and access, you located in the third sentence in the paragraph below the White Sands Chapter heading.
- Capitalize the g in guide. (This word now begins the sentence.)
- Select and then delete the last sentence in the Air Adventures section (the sentence that begins View attached areas from).
- Undo the deletion and then redo the deletion.
- Move the insertion point to the beginning of the document and then complete a spelling and grammar check on the document. (Indicate if spelled correctly.)
- Use Thesaurus to change delightful in the paragraph in the White Sands Chapter section to enchanting.
- Save WSI-B-FCTTheWordEOS.docx.

### Skills Assessment

#### Assessment 1 Editing a Letter

- Open PTMarqueeLtr.docx and then save the document in the WordEOS folder with the name WSI-A1-PTMarqueeLtr.
- Move the insertion point a double space below the paragraph of text in the letter and then add the following information. (Write the information as a paragraph—do not use bullets.)
  - Costume research takes approximately two to three weeks.
  - If appropriate costumes cannot be found, costumes are sewn.
  - Anticipate five working days to sew a costume.
  - Include the number of costumes and approximate sizes.
  - A price estimate will be provided before costumes are purchased or sewn.
- Use Thesaurus to replace regarding in the first sentence with an appropriate synonym.
- Save, print, and then close WSI-A1-PTMarqueeLtr.docx.

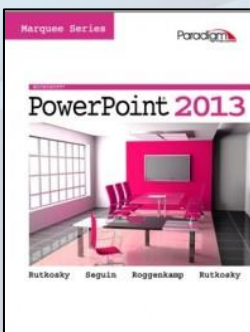
### Marquee Challenge

#### Challenge 1 Preparing a Business Letter

- Open MPLtrhd.docx and then save the document in the WordEOS folder with the name WSI-C1-MPLtrtoWB.
- Create the letter shown in Figure 1.6. (Note: When you type the email address in the last paragraph and then press the spacebar, Word automatically converts it to a hyperlink [blue underlined text].)
- Save, print, and then close WSI-C1-MPLtrtoWB.docx.

EMC Publishing

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## Instructor Resources

- **Print Instructor's Guide with Disc** includes lesson blueprints, planning information, sample course syllabi, annotated model answers and rubrics, and supplemental assessments.
- **Instructor's Guide on Disc** includes material from the print instructor's guide, plus PowerPoint presentations, in electronic format.
- **ExamView® Assessment Suite** saves instructors' time with test banks for each chapter and allowing instructors to create customized web-based or print tests.
- **Internet Resource Center** allows instructors with a password to access all of the electronic instructor support materials and students to access online quizzes and other study tools.  
[www.ParadigmCollege.net/Marquee13](http://www.ParadigmCollege.net/Marquee13)
- **Blackboard Cartridges** gives instructors the option to personalize a website with available content for a syllabus, test banks, PowerPoint presentations, and supplemental materials.

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## Student Resources



- **Text with Student Resources Disc**
- **Online eBooks** are web-based and password-protected using bookmarking, a linked table of contents, and the ability to jump to a specific page. Additional tools, such as highlighting and note taking, make it easy for students to identify and review key information.
- **SNAP 2013** provides web-based training through live-in-the-Office-application skill assessments and interactive training tutorials. ([snap2013.emcp.com](http://snap2013.emcp.com))
- **Internet Resource Center** includes student data files, model answers, quizzes, projects, and study tips. [www.ParadigmCollege.net/Marquee13](http://www.ParadigmCollege.net/Marquee13)